

United States Department of Agriculture



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“Transmitted via email”

July 9, 2004

MINNESOTA BULLETIN NO. 250-4-25

SUBJECT: FNM – MEETINGS – SOIL AND WATER CONSERVATION SOCIETY ANNUAL CONFERENCE

Purpose: To clarify what is covered under Government Time and Expense for this conference.

Expiration Date: September 30, 2004.

For those employees who have been approved to attend this conference on government time and expense, the following listed expenses related to the conference registration are the only ones that are allowed to be paid:

- Conference Registration
- One Technical tour related to your job
- One Workshop or Personal Development Session related to your job

Per Diem and hotel expenses for those employees eligible for these expenses will also be paid.

Previous emails had indicated that the WNC Regional Breakfast would also be considered a reimbursable expense; however, after a review of the ethical considerations this is not the case. National Bulletin 250-4-2, dated April 14, 2004 outlines these considerations. It states that “use of appropriated funds should be limited to NRCS mission-related activities.” Since this breakfast is a business meeting for the society, this is not considered a mission-related activity and is not an eligible cost for reimbursement. Employees attending this breakfast need to do so on their own time and expense.

If employees have already registered for this event and wish to attend, you may pay for this on site when you register at the conference. You will be charged the early registration rate of \$19. If you do not wish to attend at your own expense, employees must notify Ankeny directly at 515-289-7454 ext. 122, or email jody.ogg@swcs.org to cancel their registration for this breakfast.

WILLIAM HUNT
State Conservationist

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